

21 MAR 1984

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Information Services
SUBJECT: OIS Weekly Report (14-20 March 1984)

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A. PROGRESS ON ACTION ITEMS

1. A second in a series of meetings of senior Agency officials was chaired by the D/OIS on 19 March to continue dealing with the many aspects of implementing the FOIA relief bill. A detailed examination was made of each portion of the draft legislation before the House of Representatives and how it would impact on the Agency. In anticipation of the new legislation, OIS has drafted and will circulate to the attendees a proposed Headquarters regulation establishing policy on designating certain operational files as exempt from search, review, and disclosure under FOIA.

2. A meeting between Agency representatives and officials at NARS was held on 19 March to work out specific procedures for accessioning OSS records to the National Archives. Attending were the Agency Historian and OIS and DO/IMS personnel. It was agreed that a team of three CIA officers from OIS and DO/IMS will work closely with NARS employees to alert them to sensitive information in each group of records as they are accessioned.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. OIS representatives accompanied an official from the Information Security Oversight Office (ISOO) on an inspection of the information security programs in the Office of Communications and the Intelligence Community Staff. After discussions with individual classifiers on procedures, classified documents were spot checked for proper classification and markings. Several were found to have incorrect markings. ISOO plans a follow-up inspection on classification procedures and additional aspects of the program.

2. A representative from OIS and from the Architectural Design Staff, OL, surveyed the twelfth floor space of Ames Building that will house the new Information Services Center being developed by OIS. During the survey they discussed the general layout of the Center as well as its special air conditioning and electrical requirements. Several related technical and space problems remain to be worked out.

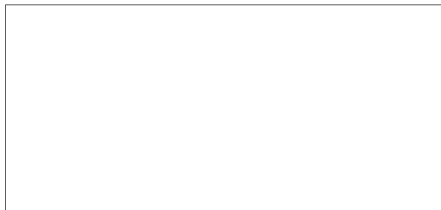
3. The preliminary design work for TRIS continues to show good progress. Based on the updated System Development Plan and the recently completed Detailed System Requirements Document, the TRIS team has begun to establish the TRIS file structures and the supporting GIMS II dictionaries. Based on data provided by ODP, it also has determined the volume of records that will be included in the TRIS data base.

C. SCHEDULED EVENTS

OIS will conduct the 30th running of the Micrographics Seminar on 21 March for 34 Agency employees. Included will be a presentation by a representative from the Micrographics Technology Corporation and a micrographic system analysis workshop.

D. A separate IPD report is attached.

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